



GARY R. HERBERT  
Governor

GREG BELL  
Lieutenant Governor

# State of Utah

## DEPARTMENT OF NATURAL RESOURCES

MICHAEL R. STYLER  
Executive Director

### Division of Water Rights

KENT L. JONES  
State Engineer/Division Director

November 17, 2010

Jay Leavitt  
HC 69 Box 4  
Gunlock, Utah 84733

Dear Jay:

Congratulations on reaching the end of another successful water year. I hope you had a good water year. Next comes the preparation of the annual report and anticipating the annual system meeting in February. Right now the **Annual Meeting for the Santa Clara River is scheduled for February 16, 2011 at 5 PM.**

The attached **USGS Report for Spring of 2010**, just came out. I am forwarding you a copy to include in your Annual water report for your system. I am also attaching a copy of the recommended report format as a reference, for your review and use when you are compiling your annual report.

This is the time of the year when you should be entering your water data to the division website for the annual report of water use. If you need help entering data or printing the pages, please contact me. I can assist in getting you on line, to printing the diversion & summary pages.

Again this year we are trying to standardize the commissioner's report to flow better with the meeting. We encourage you to follow this new report format that includes additional details and discussion in sections that may not have previously included. It mimics last year's report. This may require additional work on your part but will provide a better, more standardized report to the State Engineer and the Water Users.

I have included the following to assist in the report preparation:

1. Report format and explanation.
2. I looked for the 2010 Meeting minutes from the last annual meeting:
  - a. Lee Snow kept minutes, His notes are included.
  - b. You can listen to the minutes recorded from the Division Website at:
    - i. <http://waterrights.utah.gov/docImport/0530/05309647.mp3>
3. Roster or sign in sheet from last years meeting is provided as an attachment, This should be included into the annual report.
4. Distribution Engineer's notes will be updated just before the meeting and sent by mail for your report.
5. Delinquent account listing on separate page. You might want to look at these, I have included the return mail envelopes, if you have any insight... Let me know.

As with every year, the Financial reports (once reviewed and signed) are mailed in early January, and should be included in the master report before you make the multiple copies to hand out at the meeting.



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November 17, 2010  
Subject: End of Year

You should submit your final pink slip billing to our office not later than December 14<sup>th</sup>. Our accounting department needs to have these vouchers entered so the books can be balanced for accounting and process end of year payments. Submittals received after that time are too late to be entered into the division accounting and will not be reimbursed. You can also fax forms to the number below, be sure to send hard copies by mail.

If you have any questions, or if I can be of further assistance, do not hesitate to contact me at (801) 538-7430 or by Email at [MikeSilva@Utah.Gov](mailto:MikeSilva@Utah.Gov)

Sincerely,

A handwritten signature in black ink that reads "Mike Silva". The signature is written in a cursive, flowing style.

Mike Silva  
Distribution Engineer

Enclosures

**Cover Page:**

- Include: "Year" Annual Report, System Name, Water (or River) Distribution System
- Prepared For: State of Utah, Office of the State Engineer, Division of Water Rights
- Prepared by: Name, Water Commissioner

**Letter of Transmittal:**

Address Letter to:

State Engineer, Division of Water Rights, 1594 North West Temple, Suite 220, SLC, UT 84116

This letter should state:

- You are hereby transmitting the letter to the State Engineer
- Acting in you capacity as Water Commissioner for the \_\_\_\_ Distribution System, you have prepared this report based on you field examinations and water measurements.
- The data contained in the report is accurate within the limitations of the measured devices used on the distribution system
- The information present is a true representation of water distribution and regulation during the year 2010.
- Be sure to sign you name at the bottom of the letter

**Acknowledgement:**

An acknowledgement is optional and not required, but can be inserted here as a separate page. The acknowledgement is used to recognize key participants that have provided assistance in monitoring and operation of the system. This would include assistants, deputies, staff in the division, water users, irrigation companies or organizations, etc.

*Table of Contents:*

- Include major headings and page numbers of where the subjects are located
- TOC should include all the major numbered headings that follow below:

**1) Minutes of Annual Meeting:**

Minutes of the previous year's annual meeting.

Include the attendance roster sign in sheet or list the names of attendees.

Include the minutes or summary of other meetings held during the past year.

Minutes are usually kept by the secretary of the committee and should be typed.

**2) Financial Report: (Provided by the Division of Water Rights)**

This includes reserve account balance sheet, report of expenditures, delinquent assessment accounts and a budget worksheet for upcoming year. (Usually 3 pages total) This is mailed from the division and arrives sometime in last half of January

**3) Commissioner's Summary and Distribution System Status:**

Describe the irrigation season in general, water availability and delivery, problems, decisions, solutions and significant events that arose during the year. This section could also be used to describe the system's diversion structures, and measuring devices and their status. You can also include a summary of your notes from your daily log or diary to support your summary. If the Water Rights- Distribution section provides information, include those pages here, after your summary.

**4) Summary of Water Diverted for the Year by Diversion Name:**

This table is a summary is compiled from data contained in the individual diversion records presented in #7 below. Some WC's provide the previous year data for comparison. This can be ordered alphabetically by diversion name or by largest water user to smallest water user, or from the top of the system to the bottom of the system. In most cases, this summary should correspond with the list of distribution assessment accounts

**5) Records of Daily Diversion Amounts:**

Present this in CFS or acre-feet separate page fore each diversion name along with record of storage in reservoirs for the irrigation season. This must be included in the report. The Water Commissioner should enter this data either on the form provided (Daily Discharge Form) or computer generated form (preferably generated from the Water Rights web site). Use one page print for each surface water diversion. This data should be entered first, then printed directly from the Division of Water Rights Website. See the instructions below\*. If you need assistance for on line access to enter water diversion data, please contact the distribution engineer assigned to your system.

**6) Reference Materials:**

Include graphs, charts, tables, or any other types of information not covered above which the commissioner feels are important. We suggest you include a System Map/Schematic and a Priority Schedule. If only a few pages, insert these before or after #5 as appropriate, or as attachments at the end of the report.

**Binding:**

When you bind the report, the original or one unbound copy should be provided to the division staff before the meeting, this becomes the public record and scanned into the database record.